



**STATE OF MONTANA  
DEPARTMENT OF CORRECTIONS  
POLICY DIRECTIVE**

Policy No. DOC 2.2.1	Subject: <b>FACILITY DESIGN / CAPACITY</b>
Chapter 2: PHYSICAL PLANT	Page 1 of 3 and Attachments
Section 2: Size, Organization, and Location	Effective Date: Feb. 1. 1997
Signature: /s/ Mike Ferriter, Director	Revised: 08/15/11

## **I. POLICY**

The Department of Corrections will ensure that the design, renovation, and construction of its facilities comply with all applicable policies, codes, and standards and that the offender population is managed in accordance with facility operational capacities, security considerations, and facility needs.

## **II. APPLICABILITY**

Secure care facilities that are Department-owned and contracted, as specified in contract.

## **III. DEFINITIONS**

Administrator – The official, regardless of local title (division or facility administrator, bureau chief, warden, superintendent), ultimately responsible for the division, facility or program operation and management.

Facility Design Capacity – The facility population capacity based on offender single cell occupancy, including infirmary, detention, and administrative segregation beds.

Facility or System Emergency Capacity – The facility or system offender population capacity that will compromise the classification system, the safety of staff and offenders, and the security of the facility. The population capacity excludes a portion of temporary holding cells, e.g., infirmary, administrative segregation, mental health, detention, and pre-hearing confinement beds. Emergency capacity is reached when the population is at that level or higher for more than seven consecutive days.

Facility or System Operational Capacity – The maximum facility or system population capacity at which daily operations may be conducted without compromising staff and offender safety and facility and public security. This capacity may include multiple cell occupancy in a portion of available beds and excludes a portion of temporary holding cells, e.g., infirmary, administrative segregation, mental health, detention, and pre-hearing confinement beds.

## **IV. DEPARTMENT DIRECTIVES**

The Department, in coordination with the Department of Administration, Architecture and Engineering Division, when required by statute, will exercise direct control over all facility design and construction features, whether new or renovated. This includes overseeing contracts or agreements between the Department and architects, engineers, building contractors, building material installers, built-in security equipment suppliers, or other consultants performing work

related to the physical plant in Department facilities. The appropriate administrators will coordinate and supervise any design and construction work at their facilities.

#### **A. Population Capacities and Emergency Capacity Action**

1. Administrators will establish population capacity figures for the facilities under the administrator's authority based on design, available beds and cells, housing unit occupancy, classification system, personal inspection, and input on capacity from appropriate facility staff. Figures are used for the DOC Offender Population Management Plan and updated as needed for existing or new facilities. The administrator will provide information on capacities to the Department director and DOC Offender Population Management Plan committee.
2. In facilities with an operational population capacity greater than 500 beds, the operational and emergency capacities will reserve a minimum of 5% of those capacities to address offender management problems (e.g., disciplinary, mental health, separation needs).
3. When the offender population of a secure facility reaches emergency capacity, the administrator, or designee, will advise the Department director and complete the appropriate portion of the [Notification of Facility at Emergency Capacity](#) and forward a copy to the Department director for information and assistance.
4. If the facility emergency capacity exceeds 30 consecutive days, the administrator will complete the appropriate portion of the Notification of Facility at Emergency Capacity form and submit this to the Department director. The director will review the notification and indicate the action to be taken, and may outline steps to reduce and manage the facility population in accordance with [53-30-106, MCA](#).
5. The administrator of the facility at emergency capacity and Department director will document the information on the Notification of Facility at Emergency Capacity form, and conduct a review of the Department corrections system to determine if adjustments within the system can be made prior to implementing the provisions of [53-30-106, MCA](#).

#### **B. Design Considerations**

1. Consistent enforcement of design standards and construction codes will provide offenders and staff with safe, secure, and humane living and working conditions. All facilities will be of a design that facilitates contact between offenders and staff, provides for supervision and separation of different classifications, and plans for the minimum staffing levels needed for effective supervision of offenders. Physical plant modifications in existing facilities are with these concepts in mind.
2. New facility construction will support the concept of distinct, semi-autonomous management units that facilitate staff and offender contact, managed by staff assigned to that specific unit and group of offenders.

3. Lighting and ventilation throughout each facility will be determined by the tasks performed in that area. Interior finishes and colors, the type and placement of windows, and ventilation and lighting will take into account the needs of staff and offenders and will comply with all applicable regulations and codes.
4. In all newly constructed facilities, all living and activity areas will comply with the applicable requirements of the Americans with Disabilities Act. All areas of the facility open to the public will be accessible to the disabled.
5. Each facility will contain adequate space for administrative, managerial, and clerical offices; interview and counseling areas adjacent to offender living areas; secure storage for supplies, records, and offender property; toilets and other necessary support and functional areas; and a public lobby.
6. All facilities will be equipped with adequate, well-ventilated janitorial space that includes sinks and cleaning implements, as well as emergency water shut-off valves. Separate space will be included in the design for all mechanical and electrical equipment.
7. All contracts with non-Departmental providers housing state offenders will ensure compliance with state and national correctional standards for renovation or new facility construction and design.

## V. CLOSING

Questions concerning this policy should be directed to the Department director.

## VI. REFERENCES

- A. [18-2-101, MCA](#); [18-2-105, MCA](#); [53-1-203, MCA](#); [53-30-106, MCA](#)
- B. [4-4125, 4-4126, 4-4128, 4-4129, 4-4145](#); *ACA Standards for Adult Correctional Institutions, 4<sup>th</sup> Edition*
- C. [3-JTS-2B-01, 3-JTS-2B-02, 3-JTS-2B-08](#); *ACA Standards of Juvenile Correctional Facilities, 2003*
- D. [4-4127](#); *ACA 2008 Standards Supplement*
- E. DOC Policy [1.1.3, Organization and Responsibility](#)

## VII. ATTACHMENTS

<a href="#">Montana State Prison and Contract Facilities Capacities</a>	<a href="#">PDF</a>
<a href="#">Montana Women's Prison Capacities</a>	<a href="#">PDF</a>
<a href="#">Notification of Facility at Emergency Capacity</a>	<a href="#">PDF</a>
<a href="#">Pine Hills Youth Correctional Facility Capacities</a>	<a href="#">PDF</a>
<a href="#">Riverside Youth Correctional Facility Capacities</a>	<a href="#">PDF</a>